

# Emergency Manager



City of Eugene, Oregon

# Our Community

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As one of the largest cities in Oregon, Eugene has an exciting mix of arts, culture, education, scenic beauty and passion for recreation. Located in the scenic Willamette Valley between the rugged Pacific Coast and the breathtaking Cascade Mountains, Eugene is the county seat for Lane County. With more than 100 city parks, 250 miles of bicycle trails, and numerous lakes, rivers and streams nearby, our community offers a wide range of recreational activities to residents and visitors. Eugene's mild climate and lush landscapes are just a few of the city's attractive features.

Eugene is well-known as the home of the University of Oregon. With 20,000 students and over 6,000 employees, the University plays a major role in the community, as does Lane Community College and Northwest Christian University. The employment base has become increasingly dominated by services, trade, and government, and less reliant on the timber industry.

Eugene is a friendly, progressive community with residents who are active and concerned about quality of life issues. The University brings a cosmopolitan feel to the community, and the collegiate teams have contributed excitement and pride on a regional basis. Many residents are health and fitness oriented, and Eugene hosted the Olympic trials for Track and Field in 2008 and 2012. Living in the City of Eugene offers all of this along with the advantages of higher education, a strong public school system, and a short commute to work.

# Our Organization

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In 1944, the citizens of Eugene adopted a council/manager form of government. In this form of government, the City Council develops legislation and policies to direct the City. The City Manager, hired by the City Council, provides administrative direction to the organization, oversees City of Eugene personnel and operations, and carries out the City Council's direction.

The City has over 1,400 employees and a \$450 million total budget. The City of Eugene is a service-oriented and welcoming organization that provides services through six departments:

- Central Services
- Fire & Emergency Medical Services
- Police
- Library, Recreation and Cultural Services
- Planning and Development
- Public Works

# The Risk Services Division

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The Emergency Management Program is part of the Risk Services Division. Risk Services is responsible for the identification, evaluation, treatment, and monitoring of the City's operational risks. The Risk Services Division provides centralized services to the organization and the public and is recognized as offering comprehensive, highly effective programs and services. The centralized organizational structure is effective in promoting interdepartmental coordination and cooperation. In addition to Emergency Management, the division includes the following program areas: safety, loss control and environmental services; general and auto liability; workers' compensation; property and other miscellaneous insured risks; employee benefits; employee health & fitness; and unemployment insurance.

Risk Services is part of the Central Services Department, which also includes the City Manager's Office, Finance, Human Resources, Information Services, Facilities, City Attorney's Office and Municipal Court.







## The Position

The Emergency Manager is responsible for managing and coordinating all of the City's emergency management activities, including ensuring NIMS compliance, maintaining the City's Emergency Management Plan and Emergency Operations Center; developing hazard mitigation plans and strategies; and emergency preparedness, response, and recovery activities. The Emergency Manager represents the City to the public and other organizations and is responsible for promoting effective interagency and interdepartmental coordination and leading multi-jurisdictional and multi-disciplinary work groups and task forces.

The Emergency Manager is responsible for overseeing, coordinating or designing tabletop, functional and full-scale exercises to prepare the City for effective response to major emergencies and to test departmental and city-wide preparedness. The Emergency Manager leads the City's Disaster Operations Task Team (DOTT), which includes representatives from all City departments. The DOTT regularly reviews and updates the Emergency Plan and participates in emergency exercises.

## The Ideal Candidate

The ideal candidate for this role will possess a number of qualities that will position them to lead the Emergency Management program effectively. Some key characteristics include:

- Ability to work effectively with key stakeholders, including public officials, organizational leadership and staff and regional partners to establish a clear vision and approach to mitigate, prepare for, respond to and recover from emergencies and disasters.
- Ability to work with complex, politically sensitive and publicly visible issues involving a wide variety of stakeholders.
- Ability to encourage and sustain strong strategic partnerships and promote teamwork and collaboration.
- Ability to use creative problem solving and innovative leadership to work cooperatively and effectively with the City of Springfield to develop a Eugene-Springfield metro emergency management program.
- Ability to demonstrate leadership behavior, especially during critical emergency incidents.
- Ability to plan, organize and coordinate the work of the Emergency Management Program.
- Ability to integrate triple bottom line concepts into decisions and processes.





## Recreation



## Culture



## Quality of Life



## Minimum Qualifications

Leads and manages the City's Emergency Management Program. Develops, maintains and implements emergency preparedness plans and programs. Plans and schedules training and exercises for applicable groups and agencies. Performs complex analysis of hazards, capabilities and risks; evaluates the City's emergency planning efforts. Coordinates plans and programs with regional partners. Ensures compliance with federal and state regulations, including NIMS. Recruits, trains and utilizes volunteers; coordinates the CERT program.

Coordinates with the City of Springfield in the development and implementation of a metro Multi-jurisdictional Emergency Operations Plan and provision of emergency management services to the Eugene-Springfield metro area.

In order to successfully complete these responsibilities, the following minimum qualifications are required:

**Experience:** The Emergency Manager must have five years of increasingly responsible professional experience in emergency preparedness and response and one year of supervisory experience.

**Education:** Candidates must also possess the equivalent to a bachelor's degree from an accredited college or university with major course work in Emergency Services, Emergency Management, or a related field.

**Additional Qualifications:** Candidate must also possess or have the ability to obtain and maintain a valid Oregon driver's license and be able to pass a Police background investigation including a fingerprint check.

## How to Apply:

A full description of the Emergency Manager position and instructions for applying on-line are available on the City of Eugene website at:

[www.eugene-or.gov/jobs](http://www.eugene-or.gov/jobs). (Click on this link and then select Current Job Openings and then select Emergency Manager)

**Salary:** The salary for this position is \$62,004.80-\$77,209.60 annually.

**Closing Date:** August 15, 2014

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